

ALT-MSA 2006 HANDBOOK PART 10:

DIRECTIONS FOR ALT-MSA 2006 PORTFOLIO COLLECTION AND SHIPPING

Part 10 of the *ALT-MSA 2006 Handbook* outlines the procedures to be followed by the STC in collecting, preparing, packing, and shipping the ALT-MSA portfolios. Figure 10-1 summarizes the steps in the process:

Figure 10-1

Step 4 March 15 – 17, 2006	
Activities	Handbook References
<ul style="list-style-type: none">STC collects portfolios, applies labels, and prepares for pick up.	Parts 9 and 10

STCs PREPARE RETURN SHIPPING MATERIALS

- Locate the boxes in which you received your ALT-MSA test materials from Pearson Educational Measurement (PEM). **These boxes should be used for your return shipment.** It is important that you use these designated boxes for the safe transportation of test materials. If alternate boxes are used, they must be of an appropriate size, shape, and durability to ensure safe transit of secure test materials.
- Enclosed with your ALT-MSA pre-printed student identification, you will find a **School Shipping List** and **Green return shipping labels**. These materials will be used for the return of your ALT-MSA portfolios. All materials must be stored in a secure location until you are ready to return the completed portfolios. In the event that you misplace return shipping materials, contact Pearson Educational Measurement at, **(800) 627-7990 X 821** to obtain replacements.
- A portion of schools will be randomly selected to have their ALT-MSA portfolios used in Rangefinding (a process used to develop materials used in portfolio scoring). These schools will be notified by the Test Contractor. Materials for Rangefinding will be prepared for pick up by March 15, 2006, and picked up on March 16 2006. All other materials will be picked up starting on March 17, 2006 through March 21, 2006. MSDE will post a pre-determined pick-up schedule on the MSDE DocuShare site at

<https://docushare.msde.state.md.us>

within the STC and LAC folders. The schedule will be posted by March 1, 2006. Contact your LAC if you need additional information on how to log on to the DocuShare web site.

STCS COMPLETE THE “SCHOOL SHIPPING LIST”

The School Shipping List is required for EACH shipment of portfolios and should be placed in box 1 of your return material. See page 10-6 for a blank School Shipping List.

1. Write the school name on the first line.
2. Write the 2-digit LEA code and the 4-digit school number.
3. Write the school system (LEA) name.
4. The School Test Coordinator should sign and date on the appropriate line.
5. Add the total number of portfolios from all grades together and write the total number of **used** portfolios being returned on line 5 of the form. Only **used** portfolios will be processed for scoring. (Used portfolios can be blank if the student was absent or for some other reason did not complete a portfolio). **Used** portfolios are defined as any portfolio assigned to a student regardless of percent complete. The portfolio could be blank, partially completed, or complete.
6. Next, write the total number of **unused** portfolios being returned. **Unused** portfolios are defined as excess portfolios that have **NOT** been assigned to a student.

NOTE: The total number of used portfolios plus the total number of unused portfolios should equal the number of portfolios shipped to the school by Pearson Educational Measurement.

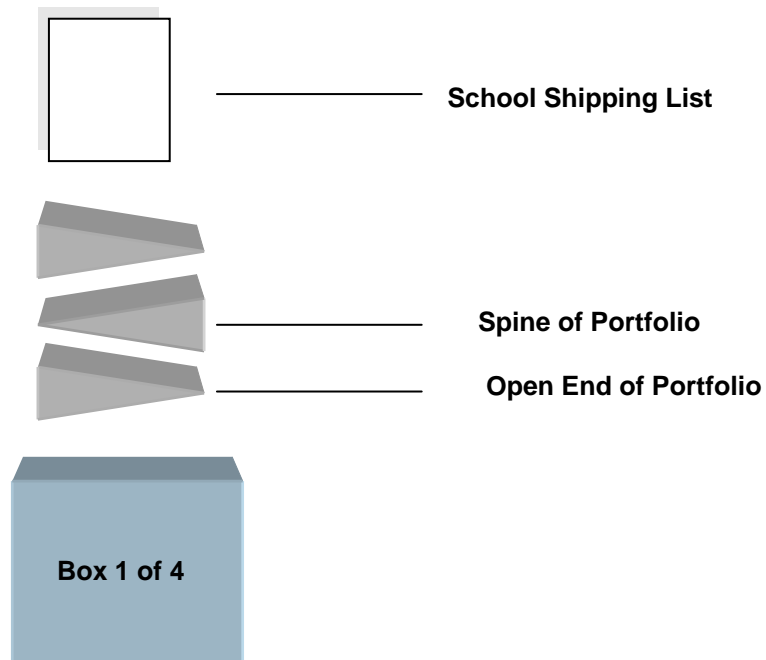
7. Fill in the information for all students for whom portfolios are being returned. List portfolios in grade order starting with the lowest grade participating.

REMEMBER: Maryland requires ALL students in assessed grades to participate in either the MSA or the ALT-MSA. If a student SHOULD have a portfolio for ALT-MSA but for some reason does not, DO NOT submit a blank portfolio. Through our post-test file reconciliation process, that student will be identified and will be scored. That student will receive a proficiency level designation of “Basic” on ALT-MSA 2006.

STCs PACK THE ALT-MSA PORTFOLIOS

- Scorable portfolios must be packed by grade in the order listed on the School Shipping List. (The boxes in which you received your test materials should be used for your return shipment. It is important that these designated boxes are used for the safe transportation of test materials.) Portfolios must be placed flat in the box with the spines alternating until the box is full. This procedure will assist in distributing portfolios evenly within the box (see Figure 10-2: Packaging Diagram for Portfolios, on the next page).
 1. Examine the portfolio. If it appears the contents could drop out of the 3-ring binder, use rubber bands to wrap the portfolio both vertically and horizontally to ensure the contents stay intact.
 2. Begin packing materials by placing all **unused** pre-printed student identification labels at the bottom of the first box you are packing.
 3. Next, place all **unused** portfolios flat in the first box that you pack with their spines alternating until all unused portfolios are placed in the box or the box is full. If the box is not full, place wadded white paper as packing material to fill the box. Do **NOT** use newspaper or foam peanuts as filler.
 4. Next, starting with a new box, beginning with the last Scorable portfolio on the School Shipping List, place the portfolios in the box until the box is full. If the box is not completely full, place wadded white paper as packing material to fill the box. Do **NOT** use newspaper or foam peanuts as filler. Do **NOT** mix scorable portfolios with other non-scorable materials in any box.
 5. Continue packing boxes of scorable portfolios until all portfolios are packed. The last box packed will contain portfolios from the lowest tested grade and will be considered "Box 1." Place the **School Shipping List** on the top of the portfolios in this box.
 6. Do not seal the boxes yet! Continue with the preparation of the return shipping label.

Figure 10-2: Packing Diagram for Portfolios



STCs COMPLETE AND APPLY THE RETURN SHIPPING LABEL

- Return shipping labels must be completed and affixed on the outside of each **sealed** box, whether it contains either portfolios you are returning to be scored or unused test materials
 - In the field on the label titled (PKG ____ of ____), write the number sequence on the first line and the total number of boxes you are returning on the second line. For example:
 - Box 1 will say: (Box 1 of 3)
 - Box 2 will say: (Box 2 of 3)
 - Box 3 will say: (Box 3 of 3)
 - Affix the appropriate GREEN return shipping label on each box.
 - Verify that the School Shipping List is at the top of Box 1.
 - Seal the boxes securely with packing tape. Place the boxes in a secure location under lock and key until pick-up. Examples of the shipping label (Figure 10-3) and the School Shipping List (Figure 10-4) appear on the following pages:

SCHOOL SHIPPING LIST
ALT-MSA 2006
GRADES 3 – 8, AND 10

Figure 10-4

A **SCHOOL SHIPPING LIST** is required for **EACH** shipment of completed portfolios to be returned to Pearson Educational Measurement for scoring. Complete the School Shipping List and make a copy. Enclose the copy in box **ONE** of your materials for return. Retain the original School Shipping List at the school for your records.

1. School Name: _____
2. LEA Code: School Number:
3. School System Name (LEA): _____
4. School Test Coordinator's Signature: _____ Date: _____
5. Total number of **USED** portfolios returned: _____
(Used portfolios will be processed for scoring)
6. Total number of **UNUSED** portfolios returned: _____
(Unused portfolios will be recycled and used for future administrations)

NOTE: The total number of used portfolios plus the total number of unused portfolios should equal the number of portfolios shipped to the school by Pearson Educational Measurement.

7. Fill in the following information for each student whose portfolio documents are enclosed.

Grade	Student Name	No. of separate Media Items included for each student (e.g. "3 Videotapes")

REMEMBER: Maryland requires **ALL** students in assessed grades to participate in either the MSA or the ALT-MSA. If a student **SHOULD** have a portfolio for ALT-MSA but for some reason does not, **DO NOT** submit a blank portfolio Through the post-test file reconciliation process, that student will be identified and scored. That student will receive a proficiency level designation of "Basic" on the 2005-06 ALT-MSA.

PICKUP OF ALT-MSA PORTFOLIOS

Pickup of ALT-MSA Portfolios for scoring will be handled by Pitney Bowes Government Solutions (PBGS), according to the timeline and procedures outlined below.

NOTE: The Maryland School Assessment (MSA) may be picked up during the same time that the ALT-MSA will be picked up. PBGS will be performing pickups for both ALT-MSA and MSA Reading. Eagle will be picking up MSA Mathematics. Be sure to have all of your materials clearly identified to ensure the appropriate materials get to the applicable Testing Contractor.

Step 1: PBGS Confirms scheduled pick-ups with STC

- One attempt will be made to confirm each scheduled pick-up. Confirmations will be conducted via telephone two business days prior to the scheduled pick-up date. The confirmation telephone calls will be made from March 13 – March 19, 2006.
- In the event that an STC cannot be contacted, PBGS will attempt to leave the STC a message providing the date and two-hour pick-up window. PBGS will then assume that the test materials are ready for pick up. PBGS will note this and any other information that is provided in their outbound calling logs. The pick up schedule will be available on DocuShare at <https://docushare.msde.state.md.us> in the STC folder for ALT-MSA.
- PBGS associates responsible for scheduling pick-ups will confirm the following information with the School Test Coordinator responsible for ALT-MSA testing.
 1. Scheduled date and two hour window of pick up
 2. Test materials will be available for pick up.
 3. Quantity of cartons to be picked up.
 4. STC name
 5. Special instructions for pick-ups.
 6. The PBGS associate will then fill out the outbound call log with all confirmed information listed above. In the event that the STC wishes to reschedule the pick up date, the PBGS associate will record his/her contact information and submit to the project supervisor.

Step 2: PBGS Collection of test materials (March 15 – March 21, 2006)

- Test materials will consist of completed test materials and unused test materials. PBGS drivers will pick up completed and unused test materials at the same time on the scheduled pick up date. **Important! PBGS drivers will NOT open sealed envelopes or cartons. If you are consolidating materials for more than one school pack each school in separate cartons. PBGS will provide a pick up ticket for each school. See Figure 10-5 on page 10-9 for a sample pick up ticket.**
 1. Upon arrival, the driver will proceed to the school administrative office and attempt to locate ALT-MSA test materials.
 2. When ALT-MSA test materials are located, the driver will verify that all required information is filled out on pick up labels and labels are attached to each carton.
 3. If there are no materials to be picked up (verified by a school administrator or test coordinator), the driver will contact their dispatcher and record all required information on the pick up ticket.
 4. If the materials scheduled for pick up are not ready at the time of scheduled pick up, the driver will contact their dispatcher and record all required information on the pick up ticket. There is a section on the pick up ticket that requests rescheduling information. In order to expedite your reschedule request, please complete all required fields. The driver will notify the school administrator or test coordinator that they will receive a call from an associate at PBGS to reschedule the pick up. In the event that an STC is not contacted by PBGS within twenty-four hours from the time of attempted pick up, please contact PBGS at 301-604-5545 to reschedule.
 5. If the second pick up is missed the school administrator or test coordinator will work directly with Pearson Educational Measurement to request material pick ups by calling the customer service center at **(800) 627-7990 X 821**.
 6. If only one label is provided and filled out for multiple boxes at the time of pick up, the driver will affix pick up labels issued by his/her dispatcher to each carton without a pick up label.
 7. If there are materials to pick up but packages have no pick up labels and no school representative can be reached, the driver will affix pick up labels provided by his or her dispatcher and fill out all required information.
 8. The driver will request for the school pick up attendant to sign the pick up ticket and provide the pick up attendant with the bottom copy. A pick up ticket will be created for each school listed as participating in ALT-MSA. If more than one school is picked up at one location all materials must be in separate cartons by school. The driver will then complete all required logs as instructed by their dispatcher and proceed to the next pick up on his/her assigned route sheet.

Figure 10-5: ALT-MSA Test Material Pick Up

Pitney Bowes Government Solutions

Confidential

Leave Bottom copy for school pick up attendant. Affix Middle copy to lead box when received. Return top copy to project manager.

M LEA ID: **30**
School ID: **5555**
School Name: Sample Test Elementary School
School Address: 55 Testing Lane, Baltimore, MD 21255
School Phone: (410)555-5555

Route #: 30A

Pick Up Date/Time: 3/24/2006 9:35AM

Total Qty cartons picked up: _____

Pick Up Attempt 1 (All fields are required)

School Attendant Name (Print): _____

School Attendant Signature: _____

Driver Signature: _____

Date: _____ **Time of Arrival:** _____ **Time of departure:** _____

Comments: _____

Reschedules:

Important! If you require a rescheduled pick up please fill out ALL fields below. If you are not contacted within 24 hours of this attempt, please contact PBGS at (301) 604-5545 to reschedule.

(circle one)

Materials not ready | Test administration for students not complete | Other

Comments: _____

Date that materials will be available for Pick-up: _____

Contact Name and Telephone Number: _____

For Receiving Use Only:

Carton Qty: _____

Pallet #: _____

Initials: _____

Comments: _____